

THE CHANGEOVER ZONE



LOCAL CHURCH VERSION

*"PASTORAL LEADERSHIP IS NOT
A TROPHY TO LIFT; IT IS A BATON TO PASS."
-BRUCE MILLER*

JIM OZIER
JIM CHANDLER

CHURCHDIFFERENCEMAKERS.COM



JIM OZIER

PRESENTER

Your webinar leader today is Dr. Jim Ozier who as a church coach, consultant, and workshop presenter has trained more than 20,000 pastors and church leaders in over 30 annual conferences in the areas of accelerating growth, creating a culture of hospitality, and Passing the Baton of leadership in the Changeover Zone.

Jim is well-known for his fast-paced, interactive, fun-filled workshops that inspire, energize, and motivate congregations of all sizes and settings. He has been a presenter at Church of the Resurrection Leadership Institute, and keynoted the Indiana Annual Conference, and the East Ohio Annual Conference.

He retired in 2017 from the North Texas Conference of the United Methodist Church after 51 years of active service in Illinois and Texas, so that he could invest more time to coaching, consulting, and presenting workshops around the country.

Leading up to retirement he served as the Director of New Church Development and was on the Appointive Cabinet in North Texas for eight years. Prior to that appointment he was senior pastor of Trietsch Memorial UMC in Flower Mound for nearly 18 years. In his tenure the church grew from 800 to over 4000, while birthing three new successful congregations.

Jim's ministry experience includes pastoring smaller 2-point charges in Illinois while a student and investing much of his ministry life in revitalizing inner-city mission congregations in the Dallas area.

He is co-author of the books "Clip In: Risking Hospitality in Your Church" and "The Changeover Zone: Successful Pastoral Transitions," both published by Abingdon Press. His work has appeared in numerous religious publications.

Covid-19 has led to creating webinar versions of all his workshops, a new frightening and challenging endeavor! He appreciates your patience, grace, and prayers as he develops this new way to do ministry. Thankyou!

Jim and his wife, Suzanne, live in Irving, Texas.



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THE CHANGEOVER ZONE
“Becoming Better at Pastoral Transitions”

Session 1

Session One:
Success In The Change-Over Zone

1. Understanding the Changeover zone

A lane of approximately 20 meters where a fast-paced series of events occurs seamlessly that results in a successful passing of the baton.

In the church it is a length of time where carefully thought-out, prepared-for, practiced roles come together with remarkable results in passing the baton.

Whether it a planned succession or planning for a succession.... It is a period of time in which the various participants – the pastors, the church, and supervisors-- execute a set of actions that have been thought out in advance (with the skills and strengths of the runners in mind), planned and prepared for, and carried out with the precision of a successful team.

→
Discussion

“I laid a foundation,
and another person is
building upon it...
”1 Cor 3:10

3. “The 100 days _____ appointment begins”
4. “The first 100 days _____ appointment begins”
5. “Role- _____ Transference”
6. How long is the Change Over Zone? It _____
 - a. Typical transition
 - b. Long term transition
 - c. Burning Platform
 - d. New Church
 - e. “Planned Succession”
 - f. Other?

THE CHANGEOVER ZONE
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Session 2

Session Two:
Increasing the odds of a great transition!

The Five most important things a church can do right now! (Even if you don't know who your next pastor will be)

1. Attitude
 - a) Positive
 - b) Overcoming

2. Action Plan (Intentionality)
 - a) Challenges
 - b) Goals
 - c) Opportunities
 - d) Plans

3. Transition Team
 - a) Expand participation
 - b) Detail, do-ers

4. Introduce New Pastor (Before she/he arrives)
 - a) Visually
 - b) Communications

5. Plan Listening Tour
 - a) Organized by current pastor, staff, leadership
 - b) Communicated well in advance
 - c) Conducted after new pastor begins

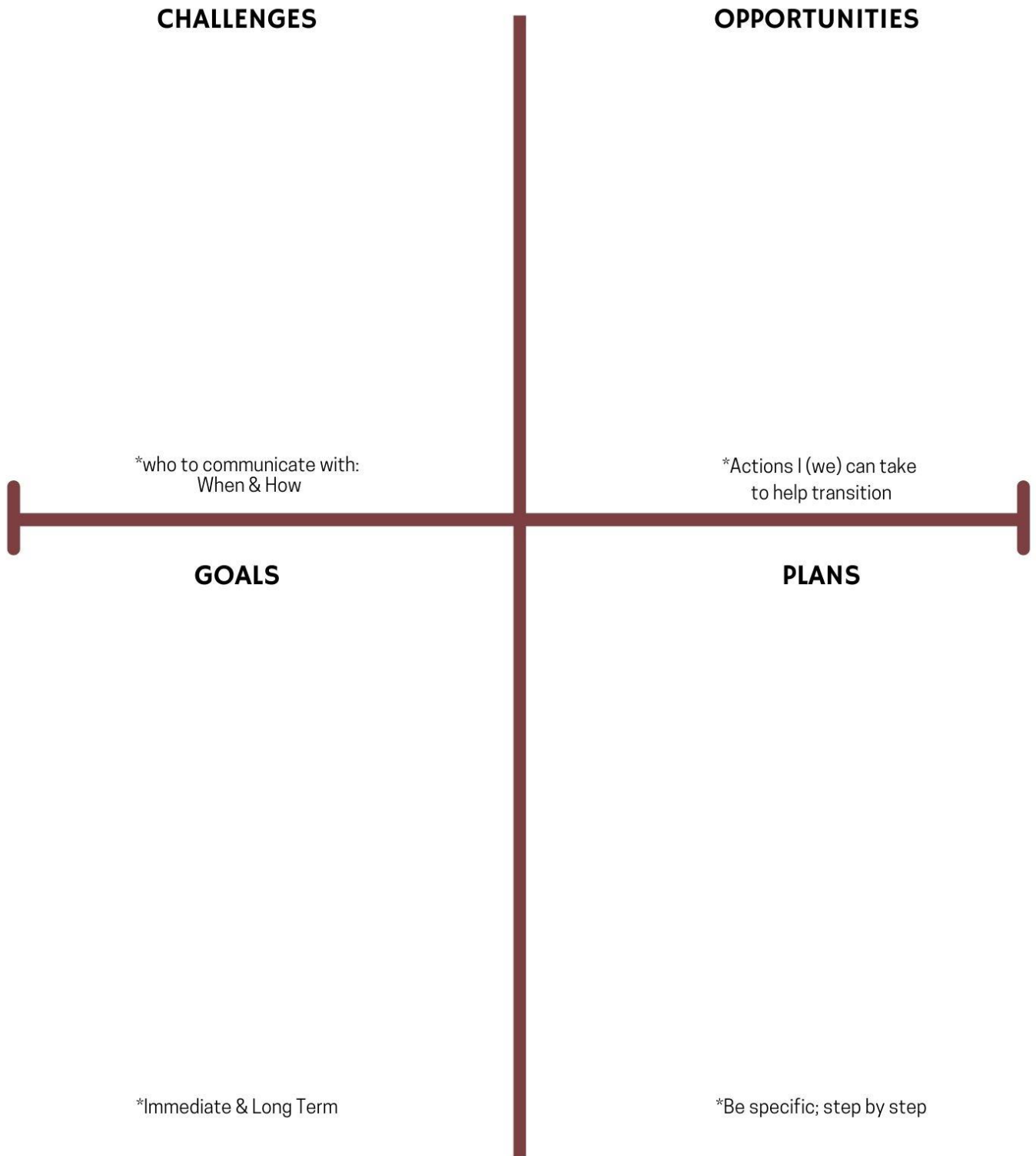
The Sequential Steps of a Pastoral transition

1. Assessment
2. Decision
3. Notifications
4. Announcements
5. Introductions
6. In-boarding
7. On-boarding

*“History tells sad stories of good churches that are calcified as monuments to former pastors”
Colin Hansen*

THE CHANGEOVER ZONE

Action PLAN QUADRANT



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“Becoming Better at Pastoral Transitions”

Session 3

“Real champions do not become champions when they win the event, but in the hours, weeks, months and years they spend preparing for it.”
T. Alan Armstrong

“All it takes is all you got”
Marc Davis

Session Three:
The Role of the Church:
Saying ‘goodbye’ saying ‘hello’

Rally the troops!

- The ‘age-response’ ratio
- Use the metaphor!
- What you can and can’t control
- Rally around _____, and through _____ and to highlight _____: (“This is who we are; why we exist; what we do; how we do it!”)

Recruit Eager People!

- Make it _____! - Doing something together
- Make it _____!- Laity empathize with pastors
- Make it _____!
 - a) Memories
 - b) Thanks
 - c) Needs

Re-energize the congregation!

- Not just a smooth and seamless transition, but _____ growth
- “this is my kind of church; these are people I like”
- Stages of grief? (denial, anger, bargaining, depression, acceptance)

Reorient--- Around a new leader

*Remember other staff!

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“Becoming Better at Pastoral Transitions”

Session 4

→
How to Do it

*Pastoral leadership
is a relay race.*

→
Discussion

Session Four
Organizing & Conducting the Listening Tour

Organizing the Listening Tour (by Church staff & Leaders)

A. Key Roles

- Coordinator
- Communicator
- Hosts
- Scribes and drivers

B. The End-Result of the Listening Tour

- New Pastor messages, “This is What I Heard at the Listening Tour”
- Creates a culture of listening

Conducting the Listening Tour (by the new pastor)

- ✓ Organized by current pastor & staff
- ✓ Implemented by new pastor
- ✓ Leaders and Driver & Scribes
- ✓ In homes with dessert
- ✓ New or existing groups
- ✓ Distribute 3x5 card

1. What is _____ that I –as the new pastor— need to know about **this** congregation?

2. What is one way that **we** are going _____ in this area?

3. What is one _____ that you have for **our** church?

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“Becoming Better at Pastoral Transitions”

Session 5

Session Five:
Don't Panic! Some People Will Leave!

Even in the most successful transition, there will be people who leave. There are several categories of people who will exit, or 'abandon ship'

“Even if you are on the right track you get run over if you just sit there.” Will Rogers

1. _____ Away's ...
....worked hard and been through a lot for a long time—“Just need a break”; Probably been looking for the right time to leave even if wasn't a transition; were going to leave regardless of how transition was handled or who new pastor is.
2. _____ Away's
.... Angered by the way the transition was handled; might have simply been looking for an excuse to leave... or immediately dislike the new pastor
3. _____ Away's
... Stay through transition, but can't get over the reality that new pastor isn't their beloved pastor; within a year they step away to see how things will “shake out”
4. _____ Away's
... More or less 'neutral' about pastoral change....but new pastor doesn't connect with them for whatever reason—so they simply slip away.
5. _____ Away's
... May remain even a year or two after transition, but fade away when the new pastor and changing church dynamics fails to live up to their expectations or pre-conceived notions.
6. _____ Aways's
... Hang around in background without doing any work or contributing

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Session 6

Session Six:
...And Some New People Will Surface

Depending upon the vitality of the Discipleship process at work in the church to which you are being sent, you may well experience some or all of the below in one degree or another:

1. _____ Some new people will show up because there is pastoral change! Even where the pastor is held in high esteem, there are some people in the community who have formed a different opinion; Now, with the change in pastors, they will come check it out.
2. _____ Spiritually mature people in a congregation who intuitively know when the church needs a shot of adrenalin! They may be charter members or relatively new. But they will have one thing in common: They will surprise you...and everyone else!
3. _____ These are the folks who had started moving into church leadership, and now with the transition are called upon to 'move up' sooner than they expected. *(Be aware—sometimes 'Move Up's' will threaten the existing structure and leaders.)*
4. _____ In every church there are people 'young in their faith'. They have already been involved in the Discipleship process, and now will be growing up to take on responsibility.
5. _____ These are the dedicated 'worker bees' who have been hard working; during transition they find they "Can do much more than they ever imagined" now they ramp up!
6. _____ Be wary of the climb ups; For reasons unknown to you, some folks will want to take advantage of the pastoral change to 'climb up' the leadership or influence ladder.

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Session 7

“Ability is what your
are capable of doing.
Motivation determines
what you do.
Attitude determines
how well you do it.”
Lou Holtz

→
Discussion

Session Seven:
The 7 Steps in the Changeover Zone

1. Saying goodbye to previous church in a _____ way
2. Getting _____ centered and preparing the family for change
3. Managing all the pre-appointment protocols and logistics in a thorough way
4. Learning mission field _____ via church & community websites and demographics
5. Saying hello via
 - a) relational presence
 - b) listening tour
 - c) _____ immersion
6. Developing first 100 days strategy, built around relational intentionality
7. Preparing first _____ preaching plan

A Culture of Accountability in the Changeover Zone

- **P** _____: know roles
- **E** _____: of all parties
- **A** _____: red flags
- **C** _____: Clarify; communicate
- **E** _____: *Personal* accountability

- How do you measure success?
- It's all about the intentionality!

BEATITUDES TO SERVE

BY BLESSED ARE YOU who possesses a positive attitude displayed at all times in the presence of members, visitors, and fellow workers, for even small seeds of negativism grow into large weeds.

BLESSED ARE YOU who see your assigned duties as a unique ministry in the Kingdom of God, for those who are dependable in learning and diligently applying their craft bring joy to the household of faith.

BLESSED ARE YOU who let the spirit of teamwork shine at all times, for its light illumines the dark corners of fatigue and discouragement that from time to time may creep in upon us all.

BLESSED ARE YOU who risks creatively changing things for the better, for initiative on behalf of the Lord is more to be desired than the wings of angels.

BLESSED ARE YOU who looks upon all persons with the eyes of Christ, for compassion and understanding are more esteemed than judgmentalism and self-righteousness.

BLESSED ARE YOU who ask, "What can I do to help?" with as much concern as "whose task is it?" for the future is found in the team that works together for the glory of God.

BLESSED ARE YOU who speaks of no problem without offering a solution, for the tongue of the complainer is not as worthy as the lips of a problem solver.

BLESSED ARE YOU who dwell in the abode of humble service with your brothers and sisters rather than wait alone outside the gates of haughty superiority, for there the heart of the servant is found.

BLESSED ARE YOU who find no fault in thy brother or sister that you are unwilling to discuss with them in Christian love, for "talking to" is far mightier than "talking about."

BLESSED ARE YOU whose smile and pleasant disposition are known throughout the church, for a "no" spoken in courtesy is better than a "yes" spoken in contempt

Webinar Resources

Resource # 2

***First, check out your Conference Resources and protocols!**

Remember, if anything you heard in the webinar is not aligned with what your DS tells you ... go with your DS!

Mentors who would be happy to share with you:

Below are some current pastors, laity, and churches who have excelled in the Changeover Zone recently and would be glad to share their experiences with you, good and bad:

Retiring Pastors

- Ralph Rowley, Virginia | 540-552-5424 | Ralph@blacksburgumc.org
- Steve Breon, Missouri | 816-741-2972 | sbreon@Plattewoodschurch.org
- Kelley Shushok, Edges Community, Virginia | 540-998-3333 | kellyshushok@comcast.net
- Jeff Burress, East Cross, Bartlesville, Oklahoma 918-977-0658 jeffb@eastcross.org

Following a Long-Tenured Pastor (or Founder)

- Jonathon Anderson, Harvest Point, Georgia | 678-488-7798 | jca325@gmail.com
- Matthew Mitchell, Church of the Servant, Oklahoma | 678-876-4117 | mmitchell@churchoftheservant.com

Lay leadership during transition

- Ray Tucker, Frazer SPR chair, Alabama | drtucker54@gmail.com
- Lori Bogart, Platte Woods Transition Team, Missouri | lbogart@Plattewoodschurch.org
- Gregory Bushway, Mulberry Street SPR chair, South Georgia | glbushway@gmail.com

Traditional church transition

- Clergy | Chad Perceville, Bartlesville, East Cross | chadp@eastcross.org

Non-traditional church transitions

- Laity, Amy Frecker, Edges Community, Virginia | afrecker@vt.edu
- Clergy, Kelly Shushok, Edges Community, Virginia | kellyshushok@comcast.net

Webinar Resources

Resource # 2

Everything About On-line and Re-imagined Worship

- Jason Moore, Midnight Oil Author, speaker, and worship coach & consultant, Jason Moore is passionate about helping the church reach the culture we live in. He is known for his pioneering work in collaborative worship design, media production and on-line secret worshiper consultations. The author of dozens of professional articles and 10 books including his new release, “From Franchise to Local Dive: Multiplying Your Ministry by Discovering Your Contextual Flavor.”
jason@midnightoilproductions.com

Everything about Money and Generosity

- Horizons Stewardship - *Increased Giving. Mission Fulfilled. Lives Transformed.* Contact Don Smith for a free consultation to discuss creating and implementing a customized approach to *Next Level Generosity* in your church. Donald A. Smith, MDiv - Senior Vice President DSmith@horizons.net | 469.450.2045

Staff and Lay Leadership Development

- Kim Griffith was a successful new church planter, and has been a sought-after coach and consultant with GriffithCoaching for many years. She is the founder of Looking Glass, specializing in assessing pastors, churches, and business leaders. Kim is a certified CliftonStrengths Coach, certified CliftonStrengths Discovery Trainer, and a certified DiSC trainer. She is also trained in Gallup's BP 10 (Builder Profile 10) to assess and coach entrepreneurs in builder talents.
kim@griffithcoaching.com

Cross Racial Pastorates

- Edlen Cowley is a young African-American pastor who successfully navigated his appointment to a predominantly Anglo church in Trophy Club, Texas. Edlen provides a popular workshop and leadership training for laity and clergy on cross racial appointments, as well as coaching on church growth and leadership development systems. cowley@sbcglobal.net

Hispanic, Latino, and Bi-lingual Discipleship and Church Growth

- David Rangel is a trained coach, consultant and workshop leader in the Dallas area who leverages his experience of having successfully pastored a growing Hispanic congregation within an aging Anglo church and facility. As pastor of both congregations he navigated the transition of creating a great church relevant to its neighborhood context. Rev.davidrangel@hotmail.com | 214-986-0584

Webinar Resources

Resource # 2

Following a Founder?

- Serena Eckert is a lay person with years of experience serving in the local church, at the conference level, and as a professional ministry coach and consultant. She served on staff during of a new church start going through its successful transition from founding pastor to 2nd pastor. She is passionate about inspiring, equipping, and empowering congregations
serenakeckert@gmail.com

Understanding and Reaching Your New Mission Field

- Since 1995 Jim Griffith has leveraged his vast experience and intuitive skills becoming the church leader's 'advocate' a mantle he wears with infectious enthusiasm. From coaching churches to reach their mission field to pastoral transitions to conflict resolution, Jim has worked across dozens of UMC Annual Conferences. He is one of the preeminent New Church coach and consultants in the country today. Not only does he passionately train new church planters and lay leaders, he helps create healthy planting systems for Bishops and Cabinets across the connection.
Jim@griffithcoaching.com

Empowering Laity in your new setting

- Kay Kotan is a passionate lay person, who has served as a director on conference staffs and has been privileged to work with churches, pastors, conferences, districts, and judicatory leaders across the country. Kay has authored more than a dozen books on church leadership and transformation, most recently, "Impact: Reclaiming the Call of Lay Ministry." She is a credentialed coach and consultant specializing in church revitalization and new faith communities. She is often called on to help churches move to the Simplified Board Structure. Pastoral Transition Checklist
kay@kaykotan.com

Sample Video Resources

- To see examples of great intro videos of new pastors and transitions check out the resources tab at <http://www.differencemakersgroup.com>

Pastoral Transition Checklist

Resource #3

Checklist and Other Resources for Pastoral Transitions
Compiled by Owen K Ross

The outgoing pastor should provide the following information to the incoming pastor. Generally, the sooner the incoming pastor has this information, the better the incoming pastor can prepare. The leaders and staff of the church should help the outgoing pastor put this packet together. The outgoing pastor should ask for this help. The following information is not an exhaustive list, nor are all items listed applicable to all ministry contexts. This information has been garnered and compiled from the following United Methodist Annual conferences: Arkansas, Wisconsin, Alabama-West Florida, Great Plains, and from *Your Best Move: Effective Leadership Transition for the Local Church* by Robert Kaylor, Asbury, Seedbed Publishing.

SCRIPTURE read the following texts:

- | | | |
|--|--|--|
| <input type="checkbox"/> Genesis 28:15-17 | <input type="checkbox"/> Matthew 10:39 | <input type="checkbox"/> Ephesians 2:10 |
| <input type="checkbox"/> Deuteronomy 31:8 28:15-17 | <input type="checkbox"/> Matthew 18:18-20 | <input type="checkbox"/> Philippians 4:4-8, 11b-14 |
| <input type="checkbox"/> Proverbs 3:5-6 | <input type="checkbox"/> Romans 15:13 | <input type="checkbox"/> 1 Peter 5:7 |
| <input type="checkbox"/> Jeremiah 29:7 & 11 | <input type="checkbox"/> 1 Corinthians 1:3-9 | <input type="checkbox"/> Revelation 3:20 |

PRAY: leave these as a daily reminder and leave unchecked

- | | |
|--|--|
| <input type="checkbox"/> for your own and your friends' and family's peace | <input type="checkbox"/> for the grief of the incoming pastor's current congregation |
| <input type="checkbox"/> for the grief many are feeling with the pastor's departure | <input type="checkbox"/> for the staff |
| <input type="checkbox"/> for the grief of the incoming pastor's current congregation | <input type="checkbox"/> for the leaders of the church |
| | <input type="checkbox"/> for children, youth, and adults of the church |
| | <input type="checkbox"/> for the mission field |

NEW PASTOR ARRIVAL INFORMATION:

- Establish a fun transitional team for logistics and for the sending off and receiving of pastors
- Watch and make available transition team video: www.greatplainsumc.org/pastoraltransitions
- Dates that office/parsonage are available to begin moving things in
- Reception/Welcome plans at the church and persons responsible
- Numerous small group and home group meetings scheduled for and with incoming pastor

CONGREGATIONAL DOCUMENTS:

- Copy of the church's vision/ mission statement
- Copy of important reports like from a Strategic Planning Committee or others
- Most recent minutes of all-church conferences or meetings
- Church directory, annotated with information about relationships, power brokers, pastoral care needs, and potential leaders
- Church email list
- Organizational chart of staff and of the congregational leadership
- List of church lay leaders, committee members, description of duties, and contact information
- Last Year's Charge Conference Report
- Last Year's Annual End of Year Statistical Report
- Congregational Profile completed by SPRC last August/January
- Church history

BUDGET AND FINANCIAL

- Budget & Financials:
- Current and last two years of budget reports
- Latest month's financial statement

- Last three church newsletters
- Outstanding large debts
- Recent capital campaign materials

WORSHIP LIFE:

- Descriptions of how congregation usually celebrates the Sacraments
- Recent bulletins for each worship service
- What is important for the congregation

- Bulletins for most recent Christmas Eve and Easter services, as well as other special services that are routinely part of the church's life
- List of worship activities with other congregations

COMMUNITY LIFE:

- School partnerships/relationships and contact information
- Mission partnerships/relationships and contact information
- Map of the area including nearby and notable neighbors
- Relationships with area churches and church leaders
- Influential leaders in the greater community, contact information, and relationship to the congregation

PASTORAL CARE:

- Description of current pastoral care practices by the pastor, staff, and leaders in the church
- List of current pastoral care practices that are important for the congregation
- List of ministry mistakes to be avoided

- Office hours currently kept by the pastor
- Ways the congregation is accustomed to contacting the pastor
- Copies of any ministry or church brochures currently in use for pastoral care

Provide the following lists of people with available contact information:

- Those needing immediate pastoral care (recently bereaved, seriously ill, etc.).
- Those struggling with long-term illness, grief, etc.
- Those in nursing homes or homebound
- Those presently being counseled by the pastor (if they give permission).
- Post-high school students & military with contact information
- Those who have passed away over the past year

STAFFING DOCUMENTS

- Staff listing, Contact Information
- Ministry Safe training verification for all staff members
- Staff Organizational Chart (supervisory/reporting relationships)
- Staff Salary Sheet
- Employee Handbook / Staff Personnel Policy
- Job Descriptions
- Staff ministry area briefings: 1-page descriptions created by staff members

- Short Informal Description & History of Position
- Hours/Days Scheduled Weekly
- Current Goals
- What do you enjoy most about your ministry?
- What open projects are you currently working on that will still be in progress when new pastor arrives?
- Recent staff meeting agendas

SCHEDULE:

- Current and previous years' calendars
- List of important traditions
- Scheduled weddings
- Scheduled Special Events
- Scheduled Committee Meetings
- Lists of other weekly, monthly, quarterly, or annual events/activities

MINISTRIES: Provide the key information about the following

- Children's Ministry
- VBS or other special events/activities
- Youth
- Small Groups
- Sunday School/Other discipleship
- United Methodist Men
- United Methodist Women

CHURCH POLICIES:

- Weddings
- Funerals
- building use/renting
- Employee Handbook / Staff Personnel Policy (see staffing section below)
- Financial Controls Policy/ Spending Restrictions
- Description of duties for handling of issues and enforcement of policies
- Reimbursement and expense policies

BUILDING:

- Church keys
- Alarm codes
- List of who is responsible for opening/closing on Sundays and other days
- List of tenants or other outside groups that use the building and their contact information
- List of persons who have keys and codes
- Instructions regarding lights, sprinkler systems, HVAC, fuse boxes, AV systems, etc.
- List of future maintenance needs as discussed by the Trustees and/or observed by the pastor
- Schedule of building cleaning and maintenance and those responsible
- List of other service and emergency providers with phone numbers
- List of utility providers and how bills are handled

ACCOUNTS & PASSWORDS

- Credit/Debit Cards
- Debit Card Pins
- Business accounts with account numbers
- Computer(s)
- Email addresses
- Social Media
- Church website
- Online banking
- Wireless router
- Church management
- Other software
- Debit Card Pins
- Other financial accounts
- Other

OTHER ITEMS:

- _____
- _____
- _____
- _____
- _____

PRAY TO PREPARE

Join us in praying for Mulberry's important days ahead with our pastoral leadership transition and specifically the "Changeover Zone" work to be undertaken, starting with our churchwide workshop on February 26, 2022, at the Methodist Home.

Prepare your hearts for our upcoming workshop by praying daily over these suggested Scripture passages. Perhaps you might set an alarm for 7:19AM or PM to remind you to pray for Mulberry so that, using our street number as a cue, our prayers will go up collectively to God.

February 5: 2 Chronicles 7:14-16

February 6: Philemon 1:4-7

February 7: Ephesians 1:16-17; 3-14-16

February 8: Psalms 86:6-7

February 9: Colossians 1:9-10

February 10: 2 Thessalonians 1:2,11

February 11: 2 Thessalonians 3:1-2

February 12: Jeremiah 29: 11-13

February 13: Matthew 24:14

February 14: Daniel 9:4-17

February 15: Ezekiel 37:1-4

February 16: Matthew 8:5-13

February 17: Jeremiah 17: 7-8

February 18: Isaiah 63:7-19

February 19: Deuteronomy 3:6-8

February 20: Luke 18:1-8

February 21: 2 Chronicles 15:7

February 22: 2 Samuel 7:18-27

February 23: 1 Kings 8: 54-61

February 24: Nehemiah 1:3-11

February 25: 2 Chronicles 6:12-21

February 26: Psalm 4

We trust that our individual prayers will shake heaven as we privately pray. Seeking wisdom, renewal, commitment, guidance, and discernment for Mulberry. God's word says that if He is building His church and it cannot be defeated. We get to be part of God's great plan though Mulberry!

“Listening Tour” Sample E-mail or Letter

Resource #4

Dear member,

These are exciting days now that we have entered “the Changeover Zone” and are preparing to receive a new pastor....and I'm even more excited about the ministry and growth opportunities to come under the leadership of Windsong's next pastor, Rev Sheila Sunrise!

It has been a blessing to have served as your pastor these past 4 years, and now it is a privilege to pass the baton of leadership to a trusted colleague.

Sheila is eager to “hit the ground running,” and learn more about the church and its ministries. That is why one of the last things I'll be doing as your outgoing pastor is to organize a “Listening Tour” to be held during her first 100 days as your incoming pastor!

Here is how the Listening Tour happens:

- The congregation is invited to gather for 90 minutes in small groups in various homes for a dessert and opportunity to share with Sheila from your perspective about the church's history, culture, and future.
- The “Listening Tour” is just that: a time for her to listen and learn about our church and its members! This is not a time for us to ‘interview’ her or to probe about her views and vision...she wants to be doing a whole lot more listening than talking.
- Accompanying this letter is a sign-up schedule....and you'll see other opportunities to sign-up in the hallways of the church over the next several weeks.
- Please sign up soon and encourage your friends and others to sign-up us as well; The “Listening Tour” will work best when as many people as possible participate; you will receive a confirmation email/letter once you have signed-up.

Of course by the time the “Listening Tour” begins, I will be gone, starting my next ministry as pastor of Glory Chapel. But you will enjoy this important time with Sheila and your friends as Windsong takes this next step in its faith journey. Blessings!

[Pastor, SPR Chair, DS signees]

*Confirmation letter

(2nd letter or email confirm members' sign-up participation)

Dear _____

Thanks for signing-up to attend the Listening Tour with our new pastor _____ on [date & time] at [location] Our evening will center around these three questions:

- (1) What is one thing I, as your new pastor, need to know about this church?
- (2) What is one way that we can reach new people together?
- (3) What is one dream that you have for our church?

Look forward to seeing you soon!

_____ signed by pastor or church “Listening Tour” organizer designee

Boundaries and Leaving Well Sample Letter

Resource #5

Friends, I have loved being your pastor these last few years! And as I leave to serve in another church, I want to thank you for all the ways you have said goodbye so well! And I am excited for the ways that I know you are intentionally planning the welcome of your new pastor Henry Prater and his wife Kelly.

I am excited for the new chapter in my ministry and in yours! I am certain that Henry and Kellie will be a blessing to Edgemont.

Change is hard but good. Henry and I will both be busy in our new ministry settings and although we will miss our current churches, it is important for each of us to pour ourselves into our new congregations and communities.

With this in mind, we wanted to share with you the ways that we will honor each other during the transition. My Facebook page will remain active, but I will refrain from commenting on your pages. I will also refrain from making contact with any of you without Henry's express permission. While we will always be sisters and brothers in Christ, Henry is your pastor now and I want to respect that. I know you will, too.

There will be occasions that might call for my presence and/or participation. For example, I will be officiating at Ross Putman and Sarah Lanier's wedding in December as this was scheduled long before we knew that I would be moving to Pell City First. I do this with Henry's blessing.

Sometimes families desire to have a previous pastor participate in a funeral or memorial service or some other special event. Please know that any requests of this nature should be handled through Henry. He and I will work out the details of my participation at his discretion.

Thank you for understanding my desire to keep firm and healthy boundaries and to respect Henry's ministry here at Edgemont. Know that you will always have a place in my heart and in my prayers. I am grateful for the ways God blessed our ministry together these last three years and look forward to the ways God will bless your ministry with Henry in the years to come.

Grace and Peace, Belinda



After nearly 30 years of experience as a pastor and church planter in the Virginia Conference of the UMC, Jim Chandler founded “360intentionality Coaching” in 2016, which he will continue while networking with the Difference Makers Group.

Jim also brings valuable insights from his time as a campus pastor and staff member of The Journey Church in New York City – a dynamic multi-site church known for its effective church ministry and small groups systems.

He brings a positive and encouraging approach to his work with pastors, laity, judicatories and congregations, believing that God is at work in churches of all shapes and sizes, and knowing from experience that small changes can make a big difference.

In addition to coaching and strategic consulting, Jim has served as the Coordinator for New Church Development for the Alexandria District of The United Methodist Church in Northern Virginia (DC Metro area) and as a consultant for church vitality for the Charlottesville District.

Jim did his undergraduate work at the University of North Carolina, double-majoring in Economics and Political Science. Following graduation, he operated small businesses and his work eventually led him to Northern Virginia. It was there, in 1987, that he finally answered a call he had felt and resisted for years: to enter pastoral ministry. Jim received his MDiv degree from Wesley Theological Seminary in Washington, DC.

Jim and his wife, Lynda, have two grown daughters and a lovable rescued dog, Tabasco. When not working, Jim can often be found with Lynda exploring the beautiful roads of the USA on their Harley-Davidson motorcycle.



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